

Instructions for Third Party Documentation

In extraordinary and documented cases, the Financial Aid Office has authority to use professional judgment to override a student's dependency status to make a student independent for financial aid purposes.

However, a student is **not** considered independent based solely on the following:

- student is self sufficient
- parents refuse to provide information or assist with educational expenses
- parents did not claim student on tax return

The information stated in the Dependency Override Request must be verified by a professional third party who is aware of the student's home situation and can verify the information provided on the Dependency Override Request. Examples of such a person include, but are not limited to: employer, clergy, social worker, attorney, court official, teacher, counselor, psychiatrist, psychologist, medical professional, law enforcement agent, etc.

Instructions for professional third party documentation:

Third party documentation must be on official letterhead. Please include any information for which you have firsthand knowledge and that you feel best describes the student's situation. The following is a list of information that **MUST** be included in your letter:

- How long have you known the student
- Your relationship to the student
- How long have you been aware of the student's situation
- When the student last lived with and/or received financial support from his/her parents
- Any knowledge of his/her relationship with their parents
- The steps that the student has taken to establish their independence from his/her parents

Please make sure to include your professional title, name and type of business, business address, telephone number, your contact information, and signature.

DEPENDENCY OVERRIDE REQUEST FORMS WILL NOT BE ACCEPTED WITHOUT THE THIRD-PARTY DOCUMENTATION LETTER

FOR OFFICE USE ONLY

Decision based on the following unusual circumstances:

- Using PJ, this student is independent
- Denied
- Postponed/Date

FAO: _

DATE: _